


Program Goals:

1. Provide script should a Nova Supervisor need to discuss an accident with an official or media until the Nova Crisis Management Team is fully engaged

Accident Script Card Details:

1. Provided to all Nova supervisors
2. Intent is to be professional with script message until the official Nova representative can support the situation
3. Script is structured to relay positive, professional message of facts to mitigate confusion to GOVT, owner, media, etc.
4. Send any questions to safety@novagr.com



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My name is _____. I am a supervisor for Nova Group, Inc. At approximately _____, Nova Group experienced _____ (brief description). We requested assistance from _____ (police, fire, etc.) and our company spokesman _____ (name) is en route. Nova Group is cooperating fully with the investigation conducted by _____ as well as conducting an investigation of our own. We want to find out exactly what happened to ensure that it never happens again. Nova Group is a safe contractor, and we're doing everything we can at this time.

I'm sure you understand we're very busy trying to deal with the situation and gather as much information as possible. Please remain in this safety area and either _____ (spokesman) or I will be back in 30 minutes with any additional information that can be verified.

DO NOT answer questions from the media. If a reporter persists say, "That's all I can confirm at this time. I'm sure you understand that we need to comply with the emergency and gather verification information for you. Thank you."


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Jobsite Accident Checklist

1. Call 911 or the project site emergency contact information
2. Notify the owner of the project
3. If injuries are involved, administer first aid/CPR
4. Secure the site to avoid risk of further damage or injuries
5. Contact the Safety Supervisor and the Crisis Management Team Leader
6. Make certain all employees are accounted for
7. Do not move anything that could be classified as evidence
8. Ensure telephone coverage at the site
9. Inform site personnel to direct requires for information to you only
10. Restrict the media to a designated area for their safety

Nova Group Emergency Contact Phone List

1. Project Superintendent: _____
Cell: _____
2. Project Manager: _____
Cell: _____
3. Project Site Safety and Health Officer (SSHO)
4. Nova Safety Director: Cole Davis - Cell: 360-731-4340
5. Nova Operations Manager: Drew Glover - Cell: 707-477-1358
5. Nova VP Operations: Walt Schwartz - Cell: 206-714-9289
6. Nova President: Scott Victor - Cell: 707-738-4279
7. Nova Human Resources: Jessica Mundy - Cell: 707-231-0564



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File Information:

1. File Name: Nova Initiatives-Accident Script Cards-2024_6_26
2. File Location: S:\Operations\Nova Initiatives\Accident Script Cards
3. Form Revision: 6/26/2024